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Business CTE Intro Timed Writing

	3'
Why are some people so amazingly productive while others are	4
not? Procrastination is the explanation offered in response to	8
this query. Productive people do not waste time. They maintain	13
that you should not put off till the next day what you can do	17
today. People who are successful tend to be those who manage	21
time rather than let time manage them.	24
A number of things can be done to combat procrastination.	28
First, prepare a listing of each task that needs to be accomplished.	32
Many of the tasks that appear on the list will take minimal time,	37
while others on the list may take a substantial amount. As each	41
task is achieved, it should be deleted from the list. This gives	45
a person a sense of accomplishment and increases the likelihood	50
of additional tasks being completed.	52
The next suggestion is to divide a big job into several smaller	56
parts. By doing so, the job will not appear so overwhelming. Along	61
with breaking the job down, set deadlines for completing each	65
part of the job. The probability of completing a large job is much	70
greater when it is divided into parts that have assigned deadlines.	74

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Business CTE Intro Timed Writing

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Have you ever stopped to ponder how important science is in
your daily life? Science is important to everyone. It has resulted in
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many amazing advances that make our homes, schools, and work
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activities easier and more pleasant. Science has improved how we
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produce goods, provide services, get from one place to another,
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and speak to each other. Science has even made it possible for us
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to live longer. 27

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Your science education began in elementary school in the
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early grades where you learned to describe, to measure, and to
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draw conclusions. You got simple explanations of what makes it
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rain, what keeps airplanes in the sky, and how sound moves
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quickly from one place in the world to another through or without
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wires. From these general ideas about nature, you began to build
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an understanding of science.

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In subsequent grades, science learning was more formal
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when it became a separate subject. In high school you will
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likely take a science course each year so that you can learn
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more about the specific fields of science. In addition, you
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are apt to take other courses and complete projects that
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enable you to apply the science concepts learned in those
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specific science courses.

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3 Business CTE Intro Timed Writing

3' 4
Quite a few of today's consumers buy on credit each day
without considering the consequences of the costs associated with
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purchases made on credit. A decreased spending capacity in the
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future is one of the main points that needs to be taken into
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account prior to making a major credit purchase. Buyers who
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utilize credit need to remember that earnings going toward the
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repayment of a loan restrict funds that could be used to buy other
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goods or services. 30

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Buyers must also remember that credit can be expensive; there
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are costs associated with it. One of those costs is interest. Interest
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is the sum charged for the use of money. Buyers who make
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purchases via credit can also expect to be charged service fees or
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finance charges. Perhaps the biggest cost of credit, however, is
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the opportunity cost. The opportunity cost can be viewed as the
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cost of not acquiring certain goods or services in order to acquire
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other goods or services.

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4 Business CTE Intro Timed Writing

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As you build your keying skill, the number of errors you	4	45				
make is not very important because most of the errors are	7	49				
accidental. Realize, however, that documents are expected	11	52				
to be without flaw. A letter, report, or table that has flaws is	15	57				
not usable until it is corrected. So find and correct all errors.	20	62				
The best time to detect and correct your errors is while	24	66				
the copy is still on a monitor. Therefore, just before removing	29	70				
the copy from the monitor, proofread it and correct any errors	33	74				
you have made. Learn to proofread very carefully and to correct	37	78				
all errors quickly. Improve your production skill in this way.	41	83				
3'		1		2		3
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Taken from Century 21 Computer Applications & Keyboarding, 7th Edition, South-Western/Thomson Learning, p . 110.

5 Business CTE Intro Timed Writing

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An education is becoming more important in our society. More jobs will be open to the skilled person with fewer jobs open to the unskilled or less educated person. Future jobs will require people who can communicate and who have basic math and reading skills. It is predicted that there will be a large number of new jobs available to those with the appropriate training who want to work in an office. These jobs will require the skills listed above and an ability to process office documents.

To quickly process quality office documents will take a great deal of training. A person must be able to key rapidly, format a variety of documents, make decisions, follow directions, recognize all types of errors, and apply language skills. In addition to these skills, the best office workers will be willing to put forth an extra effort. You should begin to put forth an extra effort today to get the training needed to become one of the skilled workers in the labor force of the future.

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Taken from Century 21 Computer Applications & Keyboarding, 7th Edition, South-Western/Thomson Learning, p 257.